



Instructions for Completing the List of MBE Prime Contractors and Subcontractors for the FY2014 Annual Report

Pursuant to Senate Bill 849, passed during the 2010 General Assembly session and effective October 1, 2010, agencies are required to report to the Governor's Office of Minority Affairs certain information on contracts awarded to certified Minority Business Enterprise prime contractors and subcontractors. Instructions on completing the MBE Prime Contractors and MBE Subcontractors spreadsheets follow.

In addition to the information collected in this report, agencies are asked to continue to provide the MBE classification and the *number of unique* MBE prime contractors and MBE subcontractors as they did in FY2012.

MBE Prime Contractors spreadsheet

Number of Unique MBE Prime Contractors: Enter the total number of different MBEs that were awarded prime contracts by the reporting agency.

Agency Name: Enter the name or acronym of the State Agency reporting data.

MBE Prime Contractor Name: Enter the name of each MBE prime contractor awarded a contract by the agency.

Prime Contractor MBE Cert. #: For each MBE prime contractor, enter the MDOT MBE certification number. (Format: 00-000)

Prime Contractor MBE Classification: For each MBE prime contractor, enter or select from the drop-down list one of the MBE classifications below.

- | | |
|--|--|
| <input type="radio"/> African American | <input type="radio"/> Hispanic Woman |
| <input type="radio"/> Asian American | <input type="radio"/> Native American Woman |
| <input type="radio"/> Hispanic American | <input type="radio"/> Disabled |
| <input type="radio"/> Native American | <input type="radio"/> Non-Profit |
| <input type="radio"/> Woman | <input type="radio"/> Community Service Provider (certified by |
| <input type="radio"/> African American Woman | MDOT as a Community Rehabilitation Program) |
| <input type="radio"/> Asian Woman | <input type="radio"/> Disadvantaged |

Agency Contract #: For each MBE prime contractor, enter all prime contracts awarded. Do not include corporate credit card or direct voucher awards.

Contract Description (Procurement Category): For each MBE prime contract, enter or select from the drop-down list the contract description. For the purpose of this report, the contract description is the procurement category. Enter the appropriate procurement category:

- Architectural / Engineering;
- Construction;
- Construction Related Service;
- Maintenance;
- Service;
- Supplies & Equipment;
- IT Service;
- IT Supplies & Equipment;
- Human, Cultural, Social, & Educational Service.

NOTE: Multiple awards to MBE prime contractors may be combined for each type of contract description. For example, if XLT Company (certified MBE) has a total of six (6) prime contracts with DBED (3 Service contracts, 2 IT Service contracts, and 1 IT Supplies & Equipment contract), then DBED could have three (3) entries on its Prime report for XLT Company, instead of six (6) entries. (See Figure 1)

Figure 1

Minority Business Enterprise MBE Prime Contract Awards Report For Fiscal Year 2011 Date submitted: August 17, 2012 (List all MBE prime contracts awarded.)					
			Number of Unique MBE Prime Contractors: 1		
Agency Name	MBE Prime Contractor Name	Prime Contractor MBE Cert. #	Prime Contractor MBE Classification	Agency Contract #	Contract Description (Procurement Category)
DBED	XLT Company	33-000	Native American Woman	T00P5500023, T00B6400017, T00P3600006	Service
DBED	XLT Company	33-000	Native American Woman	T00B7400005, T00P7400037	IT Service
DBED	XLT Company	33-000	Native American Woman	T00P5500094	IT Supplies & Equipment

DO NOT list multiple contract descriptions for each MBE entered, as shown in Figure 2 below.

Figure 2

Minority Business Enterprise MBE Prime Contract Awards Report For Fiscal Year 2011 Date submitted: August 17, 2012 (List all MBE prime contracts awarded.)					
			Number of Unique MBE Prime Contractors: 1		
Agency Name	MBE Prime Contractor Name	Prime Contractor MBE Cert. #	Prime Contractor MBE Classification	Agency Contract #	Contract Description (Procurement Category)
DBED	XLT Company	33-000	Native American Woman	T00P5500023, T00B6400017, T00P3600006, T00B7400005, T00P7400037, T00P5500094	Service, IT Service, IT Supplies & Equipment

MBE Subcontractors spreadsheet

Number of Unique MBE Subcontractors: Enter the total number of different MBEs that participated as subcontractors on contracts awarded by the reporting agency.

Agency Name: Enter the name or acronym of the State Agency reporting data.

MBE Subcontractor Name: Enter the name of each MBE subcontractor on a prime contract awarded by the agency. Include the names of MBE subcontractors on contracts awarded to Non-MBE and MBE prime contractors.

Subcontractor MBE Cert. #: For each MBE subcontractor, enter the MDOT MBE certification number. (Format: 00-000)

Subcontractor MBE Classification: For each MBE subcontractor, enter or select from the drop-down list one of the MBE classifications as indicated in the MBE Prime Contractors spreadsheet section above.

Agency Prime Contract #: For each MBE subcontractor, enter the agency's prime contract number for which the MBE is a subcontractor.

Prime Contract Description (Procurement Category): For each MBE subcontract, enter the prime contract description, as indicated in the MBE Prime Contractors spreadsheet section above.

NOTE: Multiple subcontract awards to MBE subcontractors may be combined for each contract description. For example, if WXY Inc. (certified MBE) is a subcontractor on a total of five (5) DBED prime contracts (2 Service contracts, 2 IT Service contracts, and 1 Maintenance contract), then DBED could show three (3) entries on its Subcontractor report for WXY Inc., instead of five (5) entries. (See Figure 3) DO NOT list multiple contract descriptions for each MBE subcontractor entered.

Figure 3

**Minority Business Enterprise MBE Subcontract Awards Report
For Fiscal Year 2012**

Date submitted: August 17, 2012

(List all MBE subcontracts awarded.)

Number of Unique MBE Subcontractors: 1

Agency Name	MBE Subcontractor Name	Subcontractor MBE Cert. #	Subcontractor MBE Classification	Agency Prime Contract #	Prime Contract Description (Procurement Category)
DBED	WXY, Inc.	45-900	African American	T00B5500007, T00P5500012	Service
DBED	WXY, Inc.	45-900	African American	T00P5500067, T00B5500089	IT Service
DBED	WXY, Inc.	45-900	African American	T00B5500071	Maintenance